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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Federal Law Clerk (Career)  
Vacancy Number: 15-06  
Location: Oklahoma City  
Open date: June 18, 2015  
Close Date: July 24, 2015  
Starting Salary Range: JSP 11/01 to JSP 14/10 (\*\$58,562 to \$128,223)

\* Starting salary commensurate with qualifications and work experience. Starting salary above step 1 requires prior federal work experience.

**REPRESENTATIVE DUTIES:** Magistrate Judge Shon T. Erwin invites applications for the position of a career law clerk. The law clerk provides legal research and writing assistance to the judge and assists with the drafting of orders and opinions. Applicants must possess excellent research, writing, proofreading, and communication skills.

**QUALIFICATIONS:** To qualify for the position of a law clerk on the personal staff of a federal judge, a person must be a law school graduate and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools; or
- (b) Experience on the editorial board of a law review of such a school; or
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

**BENEFITS:** Employees of the federal judiciary are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, periodic grade and step increases, and paid holidays. Career law clerks are eligible to participate in the federal retirement system.

**ADDITIONAL INFORMATION:**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- All employees are subject to mandatory electronic direct deposit of salary payments.
- If interviews are held, participation in the interview process will be at the applicant's own expense and relocation expenses cannot be provided. Interviews by video conference may be accommodated.

- Only qualified applicants will be considered for this position. Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

**APPLICATION INSTRUCTIONS:** Application forms can be found on the court web page at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov). Please send two copies of resume, along with one copy of the completed application form, and one copy of a writing sample (legal brief, noteworthy publication, legal research memorandum, etc.), to the address below by the closing date of **July 24, 2015**.

Vacancy No. 15-06  
United States District Court  
United States Courthouse  
200 N.W. 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102

**An Equal Opportunity Employer**